



Posted: Friday, May 03, 2013

NOTICE AND CALL OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL

The Trinidad City Council will hold its regular monthly meeting on
WEDNESDAY, MAY 08, 2013 at 7:00 PM
in the Town Hall at 409 Trinity Street

COUNCIL MEMBER MILLER WILL BE PARTICIPATING VIA TELECONFERENCE

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ADJOURN TO CLOSED SESSION** – *No closed session scheduled*
- IV. **APPROVAL OF AGENDA**
- V. **APPROVAL OF MINUTES** – 04-10-13 cc
- VI. **COUNCIL MEMBER REPORTS, INCLUDING COMMITTEE ASSIGNMENTS**
- VII. **ITEMS FROM THE FLOOR**
(Three (3) minute limit per Speaker unless Council approves request for extended time.)
- VIII. **CONSENT AGENDA**
 - 1. Proclamation 2013-03; May as National Bike Month.
 - 2. Proclamation 2013-04; June 01, 2013 as North Coast Lemonade Day.
 - 3. Financial Status Reports for March 2013.
 - 4. Announcement of the May 09th Community Meeting to Discuss Law Enforcement Issues with County Supervisor Ryan Sundberg, Sheriff Mike Downey, and other Sheriff Office Personnel.
 - 5. Resolution 2013-04; Adopting the Construction Budget for the Water Treatment Plant Construction Project, and authorizing Signature of Funding Agreement Prop 50.
 - 6. Authorize the City Manager to Sign Contract for Services with GHD and RCAA for Bid Services for Luffenholtz Creek Sediment Reduction Project.
 - 7. Agreement for Loan of Art Display in at the Sculpture Base at Patrick's Point Drive and Main Street.
 - 8. Update on OWTs Project Implementation from City Planner, Trever Parker.
 - 9. Change of Location of June 12 Council Meeting to the Trinidad School Library.
- IX. **DISCUSSION/ACTION AGENDA ITEMS**
 - 1. Discussion/Decision regarding Councilmember Appointment and Swearing in if applicable.
 - 2. Discussion/Decision regarding Humboldt Sanitations proposal for Automated Curbside Refuse & Recycling Collection.
- X. **ADJOURNMENT**

APPROVAL OF MINUTES FOR:

APRIL 10, 2013 CC

Supporting Documentation follows with: 3 PAGES

MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL
WEDNESDAY, APRIL 10, 2013

I. CALL TO ORDER

- Mayor Fulkerson called the meeting to order at 7:00PM. Council members in attendance: West, Miller, Fulkerson, Davies. **Bhardwaj was absent.**
- City Staff in attendance: City Manager Karen Suiker, City Clerk Gabriel Adams, City Engineer Josh Wolf

II. PLEDGE OF ALLEGIANCE

III. ADJOURNMENT TO CLOSED SESSION – No closed session scheduled

IV. RECONVENE TO OPEN SESSION

V. APPROVAL OF AGENDA

Motion (Davies/Miller) to approve the agenda as written. Passed 4-0.

VI. APPROVAL OF MINUTES – March 13, 2013 cc2

Motion (Davies/Bhardwaj) to approve the minutes as written. Passed 3-0.

VII. COMMISSIONERS REPORTS

Fulkerson: HTA, Library, and RREDC reports.

Miller: Unable to attend May and June Council meetings in person, but will participate via telephone.

VIII. ITEMS FROM THE FLOOR

Tom Odom – Trinidad

Thanked the City Manager for all the work and accomplishments achieved in moving the Library lease forward.

Jim Cuthbertson – Trinidad

Received the OWTS mailer. Program implementation fees are confusing.

Steve Edmiston - Parent of Trinidad School Kids

Asked if the Council would consider moving their June meeting to the School library so the 8th grade class could use the Town Hall for their graduation party. 3 other parents thanked the Council for considering the proposal.

IX. CONSENT AGENDA

1. Financial Status Reports for February 2013.
2. Staff Activities Report for March 2013.
3. Supplemental Budget to Cover Legal Expenses Related to Litigation filed by Tsurai Ancestral Society.
4. Lease between the City and Trinidad Coastal Land Trust for Library Site.
5. Support for Legislation on Statewide Earthquake Early Warning System in California.

Motion (West/Davies) to approve the consent agenda as submitted. Passed 4-0.

X. AGENDA ITEMS

1. Presentation on Trinidad's Strong Cities Profile.

City Manager Suiker explained that Trinidad was recently profiled as part of the ongoing Strong Cities / Strong State campaign highlighting local government success stories throughout California. This is a project of the League of California Cities and the California City Management Foundation.

Suiker presented the City of Trinidad's profile: www.strongcitiesstrongstate.com/city/trinidad.

Trinidad Chamber President Dennis Koutouzou announced that Trinidad won the "Best Tourist Attraction in the County" a Times-Standard Reader Award last month.

The Council thanked Suiker for coordinating with the League of Cities to make this happen.

No decision made. Presentation item only.

2. Discussion/Decision regarding Azalea & Pacific project award and consideration of new street light.

City Manager Suiker explained that the City had a very good response to the bid solicitation for the Azalea and Pacific State Transportation Improvement Program (STIP). This project will rehabilitate Azalea Way and Pacific Street to bring the roads up to City standards, provide better emergency vehicle access and improve the road drainage facilities.

The improvements include roadway widening and paving, installation of curb and gutters, concrete connections between the new paved roadway and adjacent existing residential concrete driveways, drainage swales, subsurface drainage systems, street signs and trees. Azalea Way will be widened from approximately 9 feet to 20 feet, as required to comply with the California Fire Code, and paved with asphalt concrete and grass pavers. Pacific Street's graveled surface will be replaced with an asphalt concrete paved surface that will generally follow the same extents as the graveled surface.

Improvements also include the replacement of an existing 2-inch water line and addition of a new fire hydrant. The project is generally limited to work within the City Right of Way with the exception of minor driveway transitions to the newly paved roadway.

Construction capital and construction engineering for the project is funded through the STIP, which was allocated by the California Transportation Commission in October of 2012.

Because of the favorable bid response, there may be sufficient funds to incorporate a new streetlight as has been requested by residents in the immediate area. This may require an amendment to the Coastal Development Permit (CDP) and, assuming the City Council supports staff efforts in this direction, would be considered as a separate project.

Public comment included:

Jim Cuthbertson – Trinidad

Give them their streetlight. **Tom Odom** agreed.

Council comments included:

Miller: I support the families who feel the need to have a streetlight in their neighborhood. Some studies show that they reduce crime by 21%. I do however, value less light pollution, but in this case, I'll defer to opinion of the people who live on that street.

Fulkerson: I will only support adding a light fixture if it is the same, or similar to the new ones installed on Trinity and Main Streets.

Motion (Miller/West) to award the project to GR Sundberg in the amount of \$223,775, and authorize staff to initiate the process to install a new street light, including a CDP amendment if necessary, and work with PG&E to develop a cost estimate. Passed 4-0.

3. Discussion/Decision regarding consideration of policy for placement of banners on city street lights.

City Manager Suiker explained that the City has been approached by a representative from the Fishermen's Wives Association for permission to place banners on City streetlights. These would be the same banners that are currently in place near the fishermen's terminal in Eureka. This proposal was considered by the Council in November 2011, with action taken to approve an allocation of \$500 for the banner hardware, involve the Chamber of Commerce in determining and/or administering the banner specifics and to not waive the \$750 design review fee. The \$750 fee is a deposit toward staff review and report to the Planning Commission for design review and consideration, with any resulting decision appealable to the City Council.

To facilitate the Planning Commission review, it would be appropriate to establish guidelines regarding the length of posting, banner dimensions, content limitations, cost responsibility and purpose of banner placement. Toward that end staff can put together a proposed policy based on a survey of other communities, and is seeking direction from the Council as to whether this is something the Council wants to consider and if so, an appropriate length of time for any such banner replacement. In keeping with the Council action in 2011, input from the Chamber of Commerce would additionally be solicited. The proposal from the Fishermen's Wives Association is for placement of banners from approximately May 1 through Labor Day.

Public comment included:

Tom Odom – Trinidad

I support hanging the banners. They celebrate fishing in Trinidad, and this is a fishing town.

Susan Rotwein – Trinidad

If the Council is able to determine the specifics (size, content, etc.) then why would we need Planning Commission approval? Fishing is the heart of the community. It is our industry, and culture.

Richard Johnson – Planning Commission

We can streamline the process.

Dennis Koutousous – Trinidad Chamber of Commerce

Banners would be a nice edition to the town. If there are time limits, banners would come and go. Guidelines are necessary. If a group only wants 2 banners up, paying \$750 for planning review is too much. Banners should not advertise commercial interests.

Council comments included:

Fulkerson: It is important to make sure the banners are sized appropriately. Issues that need to be addressed should be pole selection, time-frame, installment costs, content restrictions, and viewshed concerns.

Miller: Reviewed multiple cities websites for banner policies and explained. Commercial businesses are prohibited from advertising on public banner spaces. Only civic, community, and non-profits should be allowed to post banners. I volunteer to be on a subcommittee to develop guidelines, and support tabling the decision, relying on good judgment, and trying a pilot project. **West** offered to join Miller on the policy/procedure subcommittee.

Davies: The policy could become a slippery slope if it isn't worded correctly.

Motion (Davies/West) to appoint Miller and West to a subcommittee to assist the City Manager in developing a banner placement policy. **Passed 4-0.**

XIII. ADJOURNMENT

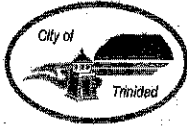
- Meeting ended at 8:30pm.

Submitted by:

Gabriel Adams
City Clerk

Approved by:

Julie Fulkerson
Mayor



CONSENT AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

1. Proclamation 2013-03: May as National Bike Month.

TRINIDAD CITY HALL
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

Julie Fulkerson, Mayor
Gabriel Adams, City Clerk



CITY OF TRINIDAD PROCLAMATION 2013-03

MAY 2013 - NATIONAL BIKE MONTH

WHEREAS, bicycle commuting is an effective means to improve air quality, reduce traffic congestion and noise, increase physical activity, as well as conserve energy;

WHEREAS, bicycling is part of the solution for addressing transportation needs, limiting climate change, conserving energy, and improving public health; and

WHEREAS, bicycle commuting can help us achieve the Global Warming Solutions Act of 2006, which requires California to reduce our greenhouse gas emissions 30 percent by 2020, and by 80 percent by 2050;

WHEREAS, bicycle commuting benefits both employees and employers through better employee health and fitness; reduced commuting, parking, and health care costs; lower employee absenteeism and turnover; and increased employee productivity;

WHEREAS, Trinidad supports all efforts that encourage and enhance bicycling because a bicycle friendly community has increased property values, business growth, increased tourism and more transportation choices for everyone;

WHEREAS, the month of May is "National Bike Month" which promotes the bicycle as a means of transportation and recreation and May is also "Clean Air Month" which promotes air quality;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Trinidad:

- I. Believes that achieving increased levels of bicycling and bicycle commuting is in the local, state, national and global interest; and
- II. Proclaims May 2013 as NATIONAL BIKE MONTH throughout Trinidad;
- III. Encourages adjacent jurisdictions to adopt similar proclamations in support of Bike Month.
- IV. Urges all citizens to support and participate in these and other activities that contribute to the health of the community and the environment.

Gabriel Adams
Trinidad City Clerk

Julie Fulkerson
Mayor, City of Trinidad



CONSENT AGENDA ITEM 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

2. Proclamation 2013-04; June 01, 2013 as North Coast Lemonade Day.

TRINIDAD CITY HALL

P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

Julie Fulkerson, Mayor
Gabriel Adams, City Clerk



CITY OF TRINIDAD PROCLAMATION 2013-04

JUNE 01, 2013 – NORTH COAST LEMONADE DAY

WHEREAS: Lemonade Day is a free, community-wide educational event providing children with the opportunity to learn and apply entrepreneurial thinking and create a foundation for success; and

WHEREAS: Small businesses started by innovative entrepreneurs in our community create the economic backbone of our economy; and

WHEREAS: Lemonade Day exists to infuse today's youth with the spirit of enterprise, teaching the basic business and entrepreneurial skills necessary to become successful, contributing members of their communities; and

WHEREAS: Young people who participate in youth entrepreneurship feel a strong sense of control in their lives that says "I have influence over my own life and I can affect the person I become;" and

WHEREAS: Lemonade Day has a core philosophy of Spend, Save, and Share that is implemented by teaching children how to manage their money by establishing a budget, seeking investors, paying for their own expenses, saving part of their profits and giving back to the community; and

WHEREAS: Lemonade Day offers opportunities for families, businesses, schools, youth organizations, faith-based communities, neighborhoods, institutes of higher learning, economic development and government agencies to unite for a common purpose – to train the next generation of entrepreneurs; and

WHEREAS: Young people who have looked at the world through a business owner's eyes make better employees down the road; and

WHEREAS: Lemonade Day is an event that demonstrates to young people of Trinidad that they are important and citizens care about their future; and

The City of Trinidad salutes and commends organizers, volunteers and participants of Lemonade Day, a program that advances life skills, character, and entrepreneurship, and extend best wishes for a successful and rewarding observance.

NOW, THEREFORE, BE IT PROCLAIMED that the City Council of Trinidad hereby recognizes North Coast Lemonade Day on June 1, 2013 and encourages all residents of Trinidad to participate by either selling or buying Lemonade.

Gabriel Adams
Trinidad City Clerk

Julie Fulkerson
Mayor, City of Trinidad



CONSENT AGENDA ITEM 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 8 PAGES

3. Financial Status Reports for March 2013.

City of Trinidad
Statement of Revenues and Expenditures - GF Revenue
From 3/1/2013 Through 3/31/2013

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budge</u>
Revenue					
41010	PROPERTY TAX - SECURED	0.00	41,144.99	72,200.00	(43.01)%
41020	PROPERTY TAX - UNSECURED	0.00	2,788.69	3,025.00	(7.81)%
41040	PROPERTY TAX-PRIOR UNSECURED	0.00	88.18	60.00	46.97%
41050	PROPERTY TAX - CURRENT SUPPL	0.00	(14.38)	220.00	(106.54)%
41060	PROPERTY TAX-PRIOR SUPPL	0.00	94.62	200.00	(52.69)%
41070	PROPERTY TAX - FINES	0.00	0.00	1,000.00	(100.00)%
41071	MOTOR VEHICLES	0.00	749.57	0.00	0.00%
41110	PROPERTY TAX EXEMPTION	0.00	643.11	640.00	0.49%
41130	PUBLIC SAFETY 1/2 CENT	0.00	907.34	1,660.00	(45.34)%
41140	PROPERTY TAX - DOCUMENTARY RE	0.00	529.10	2,000.00	(73.55)%
41190	PROPERTY TAX ADMINISTRATION FE	0.00	(1,135.50)	(3,675.00)	(69.10)%
41200	LAFCO Charge	0.00	(361.80)	(600.00)	(39.70)%
41210	IN-LIEU SALES & USE TAX	0.00	13,451.72	23,620.00	(43.05)%
41220	IN LIEU VLF	0.00	13,706.50	26,520.00	(48.32)%
42000	SALES & USE TAX	26,750.78	112,010.24	190,000.00	(41.05)%
43000	TRANSIENT LODGING TAX	0.00	68,422.79	87,500.00	(21.80)%
47310	VEHICLE LICENSE COLLECTION	0.00	0.00	200.00	(100.00)%
49030	PATCH FUND	0.00	10.00	0.00	0.00%
49080	MOTOR VEHICLE FINES	0.00	0.00	720.00	(100.00)%
49990	OTHER GRANTS	0.00	0.00	3,500.00	(100.00)%
53010	COPY MACHINE FEE	1.00	79.60	50.00	59.20%
53020	INTEREST INCOME	1,807.07	14,737.70	20,000.00	(26.31)%
53090	OTHER MISCELLANEOUS INCOME	0.00	783.52	2,500.00	(68.66)%
54020	PLANNER- APPLICATION PROCESSIN	750.00	6,538.00	6,000.00	8.97%
54050	BLDG. INSP-APPLICATION PROCESSI	776.89	5,406.15	10,000.00	(45.94)%
54100	ANIMAL LICENSE FEES	0.00	54.00	100.00	(46.00)%
54150	BUSINESS LICENSE TAX	76.25	8,219.75	8,400.00	(2.15)%
54300	ENCROACHMENT PERMIT FEES	50.00	250.00	200.00	25.00%
56400	RENT - VERIZON	1,795.02	15,823.80	21,118.00	(25.07)%
56500	RENT - HARBOR LEASE	5,000.00	5,000.00	5,125.00	(2.44)%
56650	RENT - SUDDENLINK	0.00	3,367.09	3,920.00	(14.10)%
56700	RENT - TOWN HALL	270.00	5,156.00	10,000.00	(48.44)%
	Total Revenue	<u>37,277.01</u>	<u>318,450.78</u>	<u>496,203.00</u>	<u>(35.82)%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
201 - GFAdmin
From 3/1/2013 Through 3/31/2013

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense					
60000	INTERDEPARTMENTAL TRANSFER EXP	0.00	0.00	2,385.00	100.00%
60900	HONORARIUMS	200.00	2,100.00	3,000.00	30.00%
61000	EMPLOYEE GROSS WAGE	7,320.53	66,114.74	92,768.00	28.73%
61250	OVERTIME	0.00	0.00	500.00	100.00%
61470	FRINGE BENEFITS	46.16	438.52	0.00	0.00%
65100	DEFERRED RETIREMENT	284.80	2,590.21	3,657.00	29.17%
65200	MEDICAL INSURANCE AND EXPENSE	340.44	3,746.86	5,663.00	33.84%
65300	WORKMEN'S COMP INSURANCE	0.00	3,512.19	3,101.00	(13.26)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	23.75	389.00	1,200.00	67.58%
65600	PAYROLL TAX	584.80	5,284.74	7,377.00	28.36%
65800	Grant Payroll Allocation	(174.59)	(1,178.75)	0.00	0.00%
68090	CRIME BOND	0.00	525.00	525.00	0.00%
68200	INSURANCE - LIABILITY	0.00	9,400.30	9,919.00	5.23%
68300	PROPERTY & CASUALTY	0.00	3,705.00	4,466.00	17.04%
71110	ATTORNEY-ADMINISTRATIVE TASKS	610.50	8,552.85	20,000.00	57.24%
71130	ATTORNEY-LITIGATION	4,990.25	8,983.25	12,000.00	25.14%
71210	CITY ENGINEER-ADMIN. TASKS	212.00	610.00	1,500.00	59.33%
71310	CITY PLANNER-ADMIN. TASKS	0.00	36,683.20	48,550.00	24.44%
71400	BLDG.INSPECTOR-MEETINGS	0.00	349.12	0.00	0.00%
71410	BLDG INSPECTOR-ADMIN TASKS	273.57	2,040.99	10,000.00	79.59%
71420	BLDG INSPECTOR-PERMIT PROCESS	0.00	280.00	0.00	0.00%
71510	ACCOUNTANT-ADMIN TASKS	950.30	11,236.93	11,050.00	(1.69)%
71620	AUDITOR-FINANCIAL REPORTS	0.00	12,285.00	13,585.00	9.57%
72000	CHAMBER OF COMMERCE	0.00	2,000.00	4,000.00	50.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	50.00	1,180.69	1,200.00	1.61%
75160	LIBRARY RENT & LOCAL CONTRIB.	0.00	1,000.00	0.00	0.00%
75170	RENT	650.00	5,850.00	8,190.00	28.57%
75180	UTILITIES	1,180.84	4,001.35	6,000.00	33.31%
75190	DUES & MEMBERSHIP	0.00	289.46	1,100.00	73.69%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	4,713.55	6,827.25	30.96%
75220	OFFICE SUPPLIES & EXPENSE	205.25	2,747.47	5,500.00	50.05%
75240	BANK CHARGES	23.20	98.40	200.00	50.80%
75300	CONTRACTED SERVICES	256.00	256.00	4,500.00	94.31%
75990	MISCELLANEOUS EXPENSE	25.00	112.63	0.00	0.00%
76110	TELEPHONE	104.44	989.82	2,500.00	60.41%
76130	CABLE & INTERNET SERVICE	160.95	1,448.55	2,400.00	39.64%
76150	TRAVEL	0.00	1,277.34	1,500.00	14.84%
78160	BUILDING REPAIRS & MAINTENANCE	149.34	2,120.30	5,000.00	57.59%
78190	MATERIALS, SUPPLIES & EQUIPMEN	40.00	3,728.21	6,200.00	39.87%
78200	EQUIPMENT REPAIRS & MAINTENANC	375.00	375.00	0.00	0.00%
	Total Expense	18,882.53	209,837.92	306,363.25	31.51%

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
301 - Police
From 3/1/2013 Through 3/31/2013

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
61000	EMPLOYEE GROSS WAGE	389.50	3,388.71	4,694.00	27.81%
65300	WORKMEN'S COMP INSURANCE	0.00	212.86	157.00	(35.58)%
65400	UNEMPLOYMENT COMPENSATION	0.00	1,065.44	0.00	0.00%
65600	PAYROLL TAX	29.80	259.21	359.00	27.80%
65800	Grant Payroll Allocation	0.00	(28.70)	0.00	0.00%
75170	RENT	650.00	5,850.00	8,190.00	28.57%
75180	UTILITIES	185.85	1,569.20	2,410.00	34.89%
75220	OFFICE SUPPLIES & EXPENSE	0.00	542.45	200.00	(171.22)%
75300	CONTRACTED SERVICES	0.00	37,058.75	85,372.00	56.59%
75350	ANIMAL CONTROL	113.00	1,017.00	1,796.00	43.37%
75380	INVESTIGATION	0.00	2.30	0.00	0.00%
76110	TELEPHONE	76.04	699.16	1,000.00	30.08%
	Total Expense	<u>1,444.19</u>	<u>51,636.38</u>	<u>104,178.00</u>	<u>50.43%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
401 - Fire
From 3/1/2013 Through 3/31/2013

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
60900	HONORARIUMS	150.00	1,350.00	1,800.00	25.00%
75180	UTILITIES	83.09	698.42	1,315.00	46.89%
75190	DUES & MEMBERSHIP	0.00	0.00	10.00	100.00%
75280	TRAINING / EDUCATION	0.00	100.00	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	145.00	128.00	(13.28)%
76110	TELEPHONE	40.57	163.62	100.00	(63.62)%
76140	RADIO & DISPATCH	35.00	397.25	618.00	35.72%
78100	STREET MAINT/REPAIR/SANITATION	0.00	25.73	0.00	0.00%
78140	VEHICLE FUEL & OIL	123.04	240.36	400.00	39.91%
78150	VEHICLE REPAIRS	667.20	1,338.80	3,000.00	55.37%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	0.00	700.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	996.42	2,500.00	60.14%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	161.54	750.00	78.46%
90000	Capital Reserves	0.00	0.00	10,000.00	100.00%
	Total Expense	<u>1,098.90</u>	<u>5,617.14</u>	<u>21,321.00</u>	<u>73.65%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
501 - PW (Public Works)
From 3/1/2013 Through 3/31/2013

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense					
61000	EMPLOYEE GROSS WAGE	2,899.75	25,173.29	38,897.00	35.28%
61250	OVERTIME	0.00	0.00	1,500.00	100.00%
65100	DEFERRED RETIREMENT	290.96	2,503.49	3,943.00	36.51%
65200	MEDICAL INSURANCE AND EXPENSE	1,316.05	11,615.72	19,663.00	40.93%
65300	WORKMEN'S COMP INSURANCE	0.00	1,490.02	1,301.00	(14.53)%
65600	PAYROLL TAX	244.46	2,120.44	3,277.00	35.29%
65800	Grant Payroll Allocation	(55.92)	(723.73)	0.00	0.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	6,125.00	4,800.00	(27.60)%
71250	CITY ENGINEER - PROJECT FEES	1,370.00	1,370.00	4,000.00	65.75%
71510	ACCOUNTANT-ADMIN TASKS	0.00	510.00	3,000.00	83.00%
75180	UTILITIES	0.00	495.84	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	2,861.00	3,000.00	4.63%
75370	UNIFORMS/PERSONAL EQUIP.	0.00	90.66	0.00	0.00%
78100	STREET MAINT/REPAIR/SANITATION	0.00	2,214.50	5,000.00	55.71%
78120	STREET LIGHTING	361.45	2,993.61	5,000.00	40.13%
78130	TRAIL MAINTENANCE	0.00	684.78	1,000.00	31.52%
78140	VEHICLE FUEL & OIL	401.72	3,095.82	4,000.00	22.60%
78150	VEHICLE REPAIRS	27.47	1,508.03	2,500.00	39.68%
78180	OTHER REPAIR & MAINTENANCE	0.00	1.72	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	321.82	4,167.73	7,795.00	46.53%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	357.01	0.00	0.00%
90000	Capital Reserves	0.00	0.00	10,000.00	100.00%
	Total Expense	<u>7,177.76</u>	<u>68,654.93</u>	<u>118,676.00</u>	<u>42.15%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
204 - IWM
From 3/1/2013 Through 3/31/2013

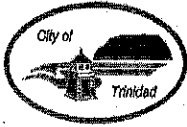
		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	0.00	0.00	5,000.00	(100.00)%
47600	BLUE BAG SALES	280.25	3,058.25	3,600.00	(15.05)%
47650	RECYCLING REVENUE	1,154.39	21,544.65	33,060.00	(34.83)%
	Total Revenue	1,434.64	24,602.90	41,660.00	(40.94)%
	Expense				
61000	EMPLOYEE GROSS WAGE	426.32	3,676.67	5,762.00	36.19%
65100	DEFERRED RETIREMENT	51.14	441.02	691.00	36.18%
65200	MEDICAL INSURANCE AND EXPENSE	169.74	1,480.35	2,543.00	41.79%
65300	WORKMEN'S COMP INSURANCE	0.00	212.86	193.00	(10.29)%
65600	PAYROLL TAX	36.52	314.99	493.00	36.11%
65800	Grant Payroll Allocation	(11.19)	(109.17)	0.00	0.00%
75120	WASTE RECYCLING PICKUP/DISPOSA	5,520.00	11,477.43	18,000.00	36.24%
75130	GARBAGE	0.00	1,566.70	0.00	0.00%
75140	BLUE BAG PURCHASES	0.00	2,475.00	3,600.00	31.25%
78100	STREET MAINT/REPAIR/SANITATION	541.00	3,309.63	6,500.00	49.08%
78120	STREET LIGHTING	0.00	76.30	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	1,436.40	1,000.00	(43.64)%
78210	Advertising Outreach & Project	0.00	0.00	100.00	100.00%
	Total Expense	6,733.53	26,358.18	38,882.00	32.21%
	Net Income	(5,298.89)	(1,755.28)	2,778.00	(163.19)%

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
601 - Water
From 3/1/2013 Through 3/31/2013

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
53020	INTEREST INCOME	0.00	0.00	9,000.00	(100.00)%
53090	OTHER MISCELLANEOUS INCOME	90.00	2,491.30	1,000.00	149.13%
57100	WATER SALES	20,990.06	209,176.18	265,700.00	(21.27)%
57300	NEW WATER HOOK UPS	0.00	2,000.00	4,500.00	(55.56)%
57500	WATER A/R PENALTIES	1,033.59	2,706.57	8,000.00	(66.17)%
	Total Revenue	22,113.65	216,374.05	288,200.00	(24.92)%
Expense					
61000	EMPLOYEE GROSS WAGE	6,674.99	58,287.21	89,127.00	34.60%
61250	OVERTIME	0.00	0.00	2,000.00	100.00%
65100	DEFERRED RETIREMENT	772.54	6,735.99	10,332.00	34.80%
65200	MEDICAL INSURANCE AND EXPENSE	2,865.05	25,446.76	41,993.00	39.40%
65300	WORKMEN'S COMP INSURANCE	0.00	3,405.76	2,980.00	(14.29)%
65600	PAYROLL TAX	569.92	4,975.84	7,609.00	34.61%
65800	Grant Payroll Allocation	(267.61)	(1,988.56)	0.00	0.00%
68090	CRIME BOND	0.00	175.00	0.00	0.00%
68200	INSURANCE - LIABILITY	0.00	5,061.70	5,341.00	5.23%
68300	PROPERTY & CASUALTY	0.00	1,995.00	2,405.00	17.05%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	500.00	100.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	2,582.00	5,000.00	48.36%
71510	ACCOUNTANT-ADMIN TASKS	511.70	6,051.48	7,000.00	13.55%
71620	AUDITOR-FINANCIAL REPORTS	0.00	6,615.00	7,315.00	9.57%
72100	BAD DEBTS	0.00	373.19	200.00	(86.59)%
75180	UTILITIES	669.41	8,913.48	13,500.00	33.97%
75190	DUES & MEMBERSHIP	(250.00)	125.26	900.00	86.08%
75220	OFFICE SUPPLIES & EXPENSE	274.12	2,058.12	2,200.00	6.45%
75230	INTEREST EXPENSE	328.98	764.52	1,284.00	40.46%
75240	BANK CHARGES	10.00	50.00	100.00	50.00%
75280	TRAINING / EDUCATION	0.00	177.55	500.00	64.49%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	250.00	100.00%
76110	TELEPHONE	76.55	828.90	900.00	7.90%
76130	CABLE & INTERNET SERVICE	49.00	392.00	620.00	36.77%
76160	LICENSES & FEES	0.00	2,358.61	2,475.00	4.70%
78100	STREET MAINT/REPAIR/SANITATION	0.00	22.45	0.00	0.00%
78140	VEHICLE FUEL & OIL	120.21	1,531.59	2,500.00	38.74%
78150	VEHICLE REPAIRS	0.00	990.82	2,000.00	50.46%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	85.88	2,000.00	95.71%
78170	SECURITY SYSTEM	0.00	207.00	350.00	40.86%
78190	MATERIALS, SUPPLIES & EQUIPMEN	82.05	3,029.04	6,505.00	53.44%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	694.61	1,000.00	30.54%
79100	WATER LAB FEES	60.00	1,700.00	4,500.00	62.22%
79120	WATER PLANT CHEMICALS	240.56	3,811.75	12,000.00	68.24%
79130	WATER LINE HOOK-UPS	0.00	0.00	4,000.00	100.00%
79150	WATER LINE REPAIR	1,062.45	2,148.45	30,000.00	92.84%
79160	WATER PLANT REPAIR	0.00	67.98	10,000.00	99.32%
90000	Capital Reserves	0.00	0.00	15,000.00	100.00%
	Total Expense	13,849.92	149,674.38	294,386.00	49.16%
	Net Income	8,263.73	66,699.67	(6,186.00)	(1,178.24)%

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
701 - Cemetery
From 3/1/2013 Through 3/31/2013

		<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Revenue				
53020	INTEREST INCOME	0.00	0.00	2,000.00	(100.00)%
58100	CEMETERY PLOT SALES	4,505.00	9,475.00	6,000.00	57.92%
	Total Revenue	<u>4,505.00</u>	<u>9,475.00</u>	<u>8,000.00</u>	<u>18.44%</u>
	Expense				
61000	EMPLOYEE GROSS WAGE	426.32	3,676.59	5,762.00	36.19%
65100	DEFERRED RETIREMENT	51.14	441.12	691.00	36.16%
65200	MEDICAL INSURANCE AND EXPENSE	169.74	1,480.28	2,543.00	41.79%
65300	WORKMEN'S COMP INSURANCE	0.00	212.86	193.00	(10.29)%
65600	PAYROLL TAX	36.52	314.94	493.00	36.12%
65800	Grant Payroll Allocation	(11.19)	(109.17)	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	255.35	500.00	48.93%
	Total Expense	<u>672.53</u>	<u>6,271.97</u>	<u>10,182.00</u>	<u>38.40%</u>
	Net Income	<u>3,832.47</u>	<u>3,203.03</u>	<u>(2,182.00)</u>	<u>(246.79)%</u>



CONSENT AGENDA ITEM 4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

4. Announcement of the May 09th Community Meeting to Discuss Law Enforcement Issues with County Supervisor Ryan Sundberg, Sheriff Mike Downey, and other Sheriff Office Personnel.



COMMUNITY MEETING

THURSDAY, MAY 09, 2013 at 6:00PM

TRINIDAD TOWN HALL

Informal meet and greet and question and answer with Humboldt County Supervisor Ryan Sundberg, Sheriff Mike Downey, Lieutenant George Cavinta, Sargent Kevin Miller, and Trinidad Deputy Scott Hicks.

All residents are invited to take this opportunity to meet our elected officials from the County of Humboldt and the personnel from the Humboldt County Sheriff's Department responsible for law enforcement services under contract with the City of Trinidad.



CONSENT AGENDA ITEM 5

SUPPORTING DOCUMENTATION FOLLOWS WITH: 3 PAGES

5. Resolution 2013-04; Adopting the Construction Budget for the Water Treatment Plant Construction Project, and authorizing Signature of Funding Agreement Prop 50.

CONSENT AGENDA

Date: May 8, 2012

Item: Adopt a Total Project Budget of \$2,000,000 for the Water Treatment Plant Construction Project and approve Resolution 2013-04 Authorizing Signature of a Funding Agreement and Related Documents for Funding Under The Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002 (Proposition 50).

Background:

On June 13, 2012, the City Council approved Resolution 2012-08 supporting the submittal of a Grant Application to the California Department of Public Health (CDPH) for Proposition 50 Funds for the Trinidad Water Treatment Plant Construction Project (the Project). This project will upgrade filtration and disinfection systems at the Water Treatment Plant through construction of improvements. The total project budget of \$2,000,000 is 100% funded by the Prop 50 grant. The total project cost decreased from \$2,127,500 to \$2,000,000 due the removal of several redundant pieces of equipment deemed ineligible for funding by CDPH. Resolution 2013-04 authorizes the City Manager to sign the funding agreement once it is complete and to approve claims for reimbursement including the final release form. The resolution also authorizes City Engineers Rebecca Crow or Steve Allen of GHD to execute the budget expenditure and summary and to certify the project is complete.

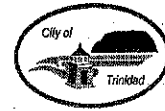
Proposed Action: Adopt a total project budget of \$2,000,000 and approve Resolution 2013-04 authorizing the City Manager to sign a funding agreement with CDPH and approve claims for reimbursement; and authorizing Rebecca Crow or Steve Allen of GHD to execute the budget expenditure and summary and certify the project is complete.

Attachments: Resolution 2013-04

TRINIDAD CITY HALL

P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

Julie Fulkerson Mayor
Gabriel Adams, City Clerk



RESOLUTION 2013-04

RESOLUTION AUTHORIZING SIGNATURE OF A FUNDING AGREEMENT AND RELATED DOCUMENTS FOR FUNDING UNDER THE WATER SECURITY, CLEAN DRINKING WATER, COASTAL AND BEACH PROTECTION ACT OF 2002 (PROPOSITION 50)

WHEREAS, on **June 13, 2013** the **City of Trinidad** submitted an application to the California Department of Public Health for funding in the amount of **\$2,127,500**; and

WHEREAS, per the Revised Project Cost Request, signed and dated **April 9, 2013**, the total Project cost decreased to **\$2,000,000**, with the estimated Proposition 50 grant at **\$2,000,000**, subject to terms and conditions; and

WHEREAS, on **May 8, 2013**, **City of Trinidad** adopted a project budget totaling **\$2,000,000**; and

WHEREAS, prior to the California Department of Public Health executing said Funding Agreement, **City of Trinidad** is required to adopt a resolution authorizing an officer to execute said Funding Agreement and amendments, designating a person or persons to approve claims for reimbursement, designating a person or persons (a registered engineer) to sign the Budget and Expenditure Summary, designating a person or persons (registered engineer) to sign Certification of Project Completion, and designating a person to sign the Final Release form.

BE IT FURTHER RESOLVED AND ORDERED, that the **City Manager** is hereby authorized to sign **WATER SECURITY, CLEAN DRINKING WATER, COASTAL AND BEACH PROTECTION ACT OF 2002 (Proposition 50) Funding Agreement** and any amendments thereto;

BE IT FURTHER RESOLVED AND ORDERED, that the **City Manager, or City Clerk** is hereby authorized to approve Claims for Reimbursement under the Proposition 50 Program for project number **P50-1210018-179**; and

BE IT FURTHER RESOLVED AND ORDERED, that **Rebecca Crow, PE**, a registered engineer, or **Steve Allen, PE**, a registered engineer is hereby authorized to execute the Budget and Expenditure Summary under the Proposition 50 Program for project number **P50-1210018-179**; and

BE IT FURTHER RESOLVED AND ORDERED, that the **City Manager** is hereby authorized to sign the Final Release Form under the Proposition 50 Program for project number **P50-1210018-179**; and

BE IT FURTHER RESOLVED AND ORDERED, that **Rebecca Crow, PE**, a registered engineer, or **Steve Allen, PE**, a registered engineer, is hereby authorized to certify that the project is complete and ready for final inspection; and

BE IT FURTHER RESOLVED AND ORDERED, the authority granted hereunder shall be deemed retroactive. All acts authorized hereunder and performed prior to the date of this Resolution are hereby ratified and affirmed. The California Department of Public Health is authorized to rely upon this Resolution until written notice to the contrary, executed by each of the undersigned, is received by the California Department of Public Health. The California Department of Public Health shall be entitled to act in reliance upon the matters contained herein, notwithstanding anything to the contrary contained in the formation documents of **City of Trinidad** or in any other document.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the Trinidad City Council by the following vote:

Ayes:

Noes:

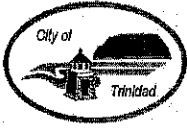
Absent:

Abstain:

Attest:

Gabriel Adams
Trinidad City Clerk

Julie Fulkerson
Mayor



CONSENT AGENDA ITEM 6

SUPPORTING DOCUMENTATION FOLLOWS WITH: 10 PAGES

6. Authorize the City Manager to Sign Contract for Services with GHD and RCAA for Bid Services for Luffenholtz Creek Sediment Reduction Project.

CONSENT AGENDA ITEM

Date: May 8, 2013

Item: AUTHORIZE CITY MANAGER TO SIGN CONTRACT FOR SERVICES WITH GHD INC. AND RCAA FOR BID PERIOD SERVICES FOR THE LUFFENHOLTZ CREEK SEDIMENT REDUCTION PROJECT

Background: In December of 2012, the city council authorized the City Manager to sign a Proposition 50 Funding Agreement for the Luffenholtz Creek Sediment Reduction Project. On April 10, 2013, the funding agreement was executed by the California Department of Public Health (CDPH). The Project CEQA document has been executed and the Plans and Specifications have been preliminarily approved by CDPH, and final approval is anticipated soon.

The next step is to put the project out to bid following the public contract code per the City's funding agreement with CDPH. It is anticipated that the project will go out to bid in mid-May and information on the lowest responsive responsible bidder will be brought back to city council for review and approval at the June council meeting.

There are two contracts attached for the team that has been working on the project, one for GHD Inc. and one for Redwood Community Action Agency (RCAA). The contract for GHD is for \$18,000, and the contract for RCAA is for \$5,000. The cost for these contracts will be reimbursed by the Prop 50 Source Water Protection funding from CDPH.

Staff Recommendation:

1) Authorize City Manager to sign the contracts for services with GHD Inc., and RCAA for the Luffenholtz Creek Sediment Reduction Project (Bid Period Services).

Attachments:

- Agreement Between the City of Trinidad and GHD For Luffenholtz Creek Source Water Protection Project Bid Period Services
- RCAA Contract for Bid Period Services

**Agreement Between
The City of Trinidad and GHD
For Luffenholtz Creek Source Water Protection Project
Bid Period Services**

INTRODUCTION

This agreement is between the City of Trinidad and GHD Inc. (GHD) to complete the bid period services for the Luffenholtz Creek Source Water Protection Project. This agreement is based on a prime agreement between the City of Trinidad and GHD dated May 20, 2008. All provisions of the prime agreement apply to this agreement unless noted otherwise in this agreement.

The Source Water Protection Project includes treating 32 sites within the Luffenholtz Creek watershed to reduce high sediment loads entering the creek, above the City of Trinidad's water intake. The project was developed as part of the Trinidad Integrated Coastal Watershed Management Plan. The Plan included findings of the road assessment and turbidity monitoring, maps of project sites, a description of the problem, and recommended treatments. The project will replace undersized and damaged culverts, pave, gravel, or mulch eroding road surfaces, install additional road drainage structures, reduce inboard ditch lengths, decommission roads, and redirect road drainage to infiltration areas. The intent of this scope of services is to provide the bid period services needed to obtain a construction bid on the Luffenholtz Creek Source Water Protection Project as described further below.

SCOPE OF SERVICES

The tasks below define our scope of services.

Task 1: Preparation of Bid Package and Public Notice

GHD will finalize the bid package and make copies available to contractors. The bid package includes pre-bid notices, bond forms, contracts, and other bid requirements. The bid package will be prepared to meet the requirements of the City's funding agreement with the California Department of Public Health (CDPH) and the public contract code.

A notice will be prepared for placement in the local newspaper of general circulation. GHD will coordinate placing notices in the paper, and the City will be responsible for paying the associated advertisement fee. GHD will also provide an electronic PDF file version of the bid package, including plans and specifications to the Humboldt Builder's Exchange so they can have them publicly available for contractors to view. GHD will also copy and distribute plans to interested contractors and will sell them for a pre-determined nominal fee. GHD will also develop and maintain a bidders list.

Task 2: Contractor Communication during the Bid Phase

GHD will contact several potential Contractors to inform them of the project and to encourage their participation in the bid phase. We will also be available to take questions from contractors and shall prepare written responses to questions as part of Task 3. Items that arise that require clarification or a change in the contract documents will be noted and included in Task 4 as appropriate.

Task 3: Pre- Bid Meeting

GHD will coordinate and attend one pre-bid meeting and site walk with contractors and shall prepare written responses to questions. The Pre-bid meeting will allow interested contractors to get a better understanding of the project and ask questions on site. GHD will also coordinate with

RCAA and Green Diamond Resource Company to prepare for and coordinate their participation in the pre-bid meeting.

Task 4: Issue Project Bid Addendums

During the process of receiving contractor questions, GHD will prepare and distribute addenda to clarify the intent of the plans and specifications. It is anticipated that one to two addenda may need to be issued, based on what is typical for a project of this size.

Task 5: Bid Opening and Preparation of Award Package

GHD shall coordinate and lead the bid opening to be conducted at our Eureka Office. Once the bids are opened GHD will review the bids for completeness, errors, and to check that required licenses are current. The bid summary shall be prepared and presented to the City Council along with recommendation for approval of the lowest responsive responsible bidder. This task will include review of contract bid bonds, insurance, non-collusion affidavit, workers compensation certificate, list of subcontractors, and other required bid items per the bid package.

Under this Task GHD will prepare the Notice of Award, Contract, and Notice to proceed for the City's review, approval, and execution.

NOT INCLUDED IN THIS SCOPE OF SERVICES

This scope of services is limited to the items outlined above. Other work is required to complete the project that is not included in this scope of services. Items not included in this scope of services include the following:

- Project modifications or redesign after completion of 100% plans
- Public Notice fees
- Project construction observation and administration
- Construction, startup, or operations related assistance
- Other items not specifically included in this scope of services

COST AND SCHEDULE SUMMARY

The project will be billed on a lump sum basis for a total fee for this scope of \$18,000. Invoices will be prepared monthly based on the percentage of services performed. Invoices are due and payable by the City within 30 days of receiving compensation from CDPH. GHD understands that the City is relying on CDPH to accept project deliverables from multiple parties and that payment to GHD is predicated on the City being reimbursed by CDPH. Should payment not be provided to the City by CDPH, then GHD will not expect payment for these services from the City. It is anticipated that the Project will go out to BID on May 10, 2013 and the Bid opening will be May 30, 2013.

AGREED

City of Trinidad

GHD Inc.

Karen Suiker, City Manager, Date

Steven Allen, Office Manager, Date

Trinidad Accounting Tracking Number

**AGREEMENT BETWEEN THE
City of Trinidad and Redwood Community Action Agency**

This Agreement for Services (Agreement) is dated for identification this _____, and is made by and between the City of Trinidad (City) and Redwood Community Action Agency (RCAA), whose address is 904 G Street, Eureka CA, 95501. Hereinafter, the City and RCAA collectively shall be referred to as "the Parties."

RECITALS

A. City desires to retain the services of RCAA to provide project bid period assistance services to be funded through a California Department of Health Source Water Protection Grant for the Luffenholtz Creek Source Water Protection Project.

B. RCAA is a qualified professional capable of providing the certain professional services that the City seeks.

NOW, THEREFORE, in consideration of the recitals and mutual promises contained herein, City does hereby engage RCAA, and RCAA agrees, to perform the services set forth herein in accordance with the following terms and conditions:

1. Description of Services. RCAA shall provide the following services:

See attached Exhibit A. Scope of Work

2. Schedule and Term.

RCAA shall commence work under this contract immediately and shall complete all work under this contract no later than July 10, 2013.

3. Compensation. Total compensation to RCAA for providing services set forth herein shall not exceed \$5,000, including materials, tax and labor.

4. Payment Schedule. Invoices will be prepared monthly based on the percentage of services performed. City shall make payment within thirty (30) days of receiving payment from CDPH for any undisputed invoices submitted by RCAA.

5. Assignment. RCAA's interest in and responsibilities under this Agreement shall not be assignable by RCAA either in whole or in part without the written consent of City.

6. Termination. City may terminate this Agreement at any time, for any and no reason, by providing ten (10) days advance written notice to RCAA.

7. **Independent Contractor.** It is agreed that RCAA is an independent contractor, and all persons working for or under the direction of RCAA are RCAA's agents, servants and employees, and said persons shall not be deemed agents, servants or employees of the City.

8. **Applicable Laws and Attorneys' Fees.** This Agreement shall be construed and enforced pursuant to the laws of the State of California. Should any legal action be brought by a party for breach of this Agreement or to enforce any provision herein, the prevailing party of such action shall be entitled to reasonable attorneys' fees, court costs, and such other costs as may be fixed by the court. Reasonable attorney fees shall be based upon comparable fees of private attorneys practicing in Humboldt County.

9. **Insurance Requirements**

RCAA shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain the insurance listed below. Any requirement for insurance to be maintained after completion of the work shall survive this agreement.

A. **Workers' Compensation & Employers Liability**

- Workers' Compensation insurance with statutory limits as required by the Labor Code of the State of California.
- Employers Liability with limits of 1,000,000 per Accident; 1,000,000 Disease per employee; 1,000,000 Disease per policy.
- Thirty (30) days' prior written notice of cancellation or material change must be provided to the City of Trinidad.
- The policy must include a written waiver of the insurer's rights to subrogate against the city.
- Required Evidence of Coverage:
 1. Properly completed Certificate of Insurance.

B. **General Liability**

- Commercial General Liability Insurance no less broad than ISO form CG 00 01.
- Coverage must be on a standard Occurrence form. Claims-Made forms are not acceptable without prior written consent. Modified, limited or restricted Occurrence forms are not acceptable without prior written consent.
- Minimum Limits: 1,000,000 per Occurrence; 2,000,000 General Aggregate; 2,000,000 Products/Completed Operations Aggregate.
- Prior written consent is required if the insurance has a deductible or self-insured retention in excess of \$25,000.
- The City of Trinidad must be endorsed as an additional insured for liability arising out of ongoing and completed operations by or on behalf of RCAA.
- The policy definition of "insured contract" must include assumptions of liability arising out of both ongoing operations and the products-completed operations hazard ("P" definition of insured contract in ISO form CG 00 01, or equivalent).
- The insurance provided to the City of Trinidad as an additional insured must be primary and non-contributory with respect to any insurance or self-insurance program maintained by the City of Trinidad.

- Thirty (30) days' prior written notice of cancellation or material change must be provided to the City of Trinidad
- The policy must cover inter-insured suits and include a "separation of Insureds" or "severability" clause which treats each insured separately.
- Required Evidence of Coverage:
 1. Copy of the additional insured endorsement or policy language granting additional insured status;
 2. Copy of the endorsement or policy language indicating that coverage applicable to the City of Trinidad is primary and non-contributory; and
 3. Properly completed Certificate of Insurance.

C. Automobile Liability

- Minimum Limit: \$1,000,000 combined single limit per accident.
- Coverage must apply to all owned, hired and non-owned vehicles.
- The City of Trinidad must qualify as an insured.
- Required Evidence of Coverage:
 1. Copy of endorsement or policy language indicating that the City of Trinidad is an insured; and
 2. Properly completed Certificate of Insurance.

D. Professional Liability Insurance or Errors & Omissions Coverage

- Minimum Limit: \$1,000,000.
- Prior written consent is required if the insurance has a deductible or self-insured retention in excess of \$25,000.
- If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work.
- Coverage applicable to the work performed under this agreement shall be continued for two (2) years after completion of the work . Such continuation coverage may be provided by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
- Thirty (30) days' prior written notice of cancellation or material change must be provided to the City of Trinidad.
- Required Evidence of Coverage:
 1. Properly completed Certificate of Insurance.

E. Standards for Insurance Companies

- Insurance policies must be issued by an insurer with an A.M. Best's rating of at least A:VII.

F. Documentation

- The Certificate of Insurance must include the following reference City of Trinidad Luffenholtz Creek SWP Grant Project
- The name and address for Additional Insured endorsements, Certificates of Insurance and Notice of Cancellation is:
City of Trinidad
P. O. Box 390

Trinidad, CA 95570

- Current Evidence of Coverage must be provided for the entire required period of insurance.
- Upon written request, certified copies of required insurance policies must be provided within thirty (30) days.

10. **Hold Harmless.** RCAA shall defend, indemnify and hold harmless the City of Trinidad, its officials, officers, employees, volunteers and agents from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged acts, omissions, negligence or willful misconduct of RCAA, its officials, officers, employees, agents, subconsultants and subcontractors arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all consequential damages and attorneys fees and other related costs and expenses. RCAA shall pay and satisfy any judgment, award or decree that may be rendered against City or its directors, officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. RCAA shall reimburse City and its directors, officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. RCAA's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City, its directors, officials, officers, employees, agents or volunteers

11. **Reliance Upon Professional Skill.** It is mutually agreed by the parties that City is relying upon the professional skill of RCAA, and RCAA represents to City that its work shall conform to generally recognized professional standards in the industry. Acceptance of RCAA's work by the City does not operate as a release of RCAA's said representation.

12. **Amendment.** This Agreement may only be amended by written instrument signed by both parties.

13. **Severability/Unenforceable Provision:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, it shall be severable from the remainder of the Agreement. The Parties agree that all other provisions of this Agreement shall have force and effect and not be affected thereby.

14. **Timeliness:** Time is of the essence in the performance of this Agreement. RCAA is required to begin performance under this Agreement as soon as possible following its execution and shall abide by the Deliverable due dates at Exhibit D Deliverables. RCAA shall not incur costs pursuant to this Agreement past the Agreement end date.

15. **Inconsistent Terms.** If the attachments or exhibits to this Agreement, if any, are inconsistent with this Agreement, this Agreement shall control.

16. **Entire Agreement.** This Agreement contains the entire understanding between the parties with respect to the subject matter herein. There are no representations, agreements or understandings (whether oral or written) between or among the parties relating to the subject matter of this Agreement which are not fully expressed herein. If the attachments or exhibits to this Agreement, if any, are inconsistent with this Agreement, this Agreement shall control. I agree that

no promises were made to me other than the promises set forth in this written document and that I have not entered into this agreement for any reason other than due to the promises set forth herein in writing.

17. **Notices.** Any notice required to be given to RCAA shall be deemed to be duly and properly given if mailed to RCAA, postage prepaid, addressed to:

Redwood Community Action Agency, Natural Resources Division
904 G Street
Eureka, CA 95501

or personally delivered to RCAA at such address or at such other addresses as RCAA may designate in writing to the City.

Any notice required to be given to City shall be deemed to be duly and properly given if mailed to the City of Trinidad, postage prepaid, addressed to:

City of Trinidad
P. O. Box 390
Trinidad, CA 95570

or personally delivered to the City of Trinidad at such address or at such other addresses as the City may designate in writing to RCAA.

IN WITNESS WHEREOF, this Agreement is executed by the City of Trinidad and by RCAA.

APPROVED AS TO FORM AND CONTENT:

City Manager, City of Trinidad

RCAA:

By: _____

Title: _____

Taxpayer I.D. Number _____

Exhibit A

Luffenholtz Creek Source Water Protection Project

Redwood Community Action Agency

Bid Period Assistance

Scope of Work

May 2013

INTRODUCTION

This Exhibit A is the scope for the agreement between the City of Trinidad and Redwood Community Action Agency (RCAA) to assist in the preparation of the project bid documents and to provide input and assistance during the bid process.

RCAA was involved in developing site prescriptions and priorities under contract to the City in 2006-2008 under the Trinidad Integrated Coastal Watershed Management Plan, and was also a partner in developing the final plans for the Luffenholtz Creek Source Water Protection Project. The current project will address 32 sites. Treatments for these sites include: replacing undersized or damaged culverts; paving, graveling, or mulching eroding road surfaces; installing additional road drainage structures; reducing inboard ditch lengths; decommissioning roads; relocating main haul roads out of the riparian corridor to reduce direct delivery of sediment from road surfaces to Luffenholtz Creek and its tributaries; and redirecting road drainage to infiltration areas. The project will be conducted on Green Diamond Resource Company (GDRCo) land. RCAA has been the lead in working collaboratively with GDRCo over the years to facilitate this project which will reduce turbidity in Luffenholtz Creek, the City's potable water source.

SCOPE OF SERVICES

The tasks below define our scope of services.

Task 1: Preparation of Bid Package and Public Notice

RCAA will assist the preparation of and review the final bid package. RCAA will provide comments and edits to GHD.

Task 2: Contractor Communication during the Bid Phase

RCAA will assist GHD in contacting several potential Contractors to inform them of the project and solicit their participation in the bid phase. RCAA will consult with GHD in preparing responses to questions from contractors and reviewing responses from the project engineers to contractors as part of Task 3.

Task 3: Pre- Bid Meeting

RCAA will attend one pre-bid meeting and site walk with contractors, take notes on questions that arise, and assist in preparing responses to questions. RCAA will coordinate with GHD, Madrone Enterprises, and Green Diamond Resource Company to prepare for and participate in the pre-bid meeting.

Task 4: Issue Project Bid Addendums

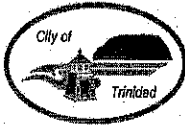
During the process of receiving contractor questions, GHD will prepare and distribute addenda to clarify the intent of the plans and specifications. It is anticipated that one to two addenda may need to be issued, based on what is typical for a project of this size. RCAA will not have any responsibilities under this task.

Task 5: Bid Opening and Preparation of Award Package

GHD shall coordinate and lead the bid opening to be conducted at their Eureka Office. Once the bids are opened GHD will review the bids for completeness, errors, and to check that required licenses are current. RCAA will review bids and contractor qualifications and experience, provide an evaluation of bidders to GHD, and assist in contractor selection.

COMPENSATION

The project will be billed on a lump sum basis for a total fee for this scope of \$5,000 as per the contract agreement.



CONSENT AGENDA ITEM 7

SUPPORTING DOCUMENTATION FOLLOWS WITH: 4 PAGES

7. Agreement for Loan of Art Display in at the Sculpture Base at Patrick's Point Drive and Main Street.

CONSENT AGENDA ITEM

Date: May 8, 2013

Item: Agreement for Loan of Art for Display in Public Place

Background: The Gateway project that added a number of landscaped areas throughout Trinidad incorporated a sculpture base near the town entry. An inquiry soliciting sculpture proposals was put out to generate interest from local artists through an e:mail distribution maintained by the Ink People, through an inquiry to the Redwood Arts Association and through an inquiry to Humboldt State's 2nd Street Gallery in Eureka. One response was received from Elizabeth Berrien (aka "Wire Lady") proposing placement of a wire sculpture. An agreement was put together using the City of Arcata's as a template. Ms. Berrien does not currently have possession of the intended sculpture, but in the event she is not able to retrieve it from its current location, she intends to construct a new one for placement in Trinidad.

The proposed agreement provides for a temporary loan of the sculpture by the Artist, which may be removed by the City for any reason.

Proposed Action:

Authorize the City Manager to execute the Agreement for Loan of Art for Display in Public Place

Attachment: Agreement and photo

AGREEMENT FOR LOAN OF ART FOR DISPLAY IN PUBLIC PLACE

RECEIVED APR 25 2013

This agreement is entered into this 9/23/13, by and between the City of Trinidad, a municipal corporation (hereinafter called the "City"), and Elizabeth Br (hereinafter called the "Artist").

BERRIEN

Whereas, the City Council for the City of Trinidad has incorporated a permanent sculpture base in a recently-completed landscaped area to provide for aesthetic enhancement and the beneficial enjoyment of the community; and

Whereas, the Artist has submitted a proposal to install and loan to the City a particular piece of art as shown on the attached photo on the sculpture base in the landscaped area near the intersection of Main Street and Patricks Point Drive.

NOW, THEREFORE, the City and the Artist agree as follows:

1. Loan and Acceptance. The Artist hereby loans the said Artwork to the City of Trinidad and the City hereby accepts the loan of the Artwork under the terms, qualifications and conditions as set forth in this Agreement. The Artist certifies that the Artwork is a unique work or art created by the Artist, and is not subject to third party claims of royalties, or copyright or trademark infringement.
2. Removal by City. The City retains the right to remove the Artwork from public display for any reason, in the sole discretion of the City, including, but not limited to: hazards to public health, safety or welfare, unsightly or deteriorated conditions of the artwork, or the need to access, repair and maintain public facilities. Should the City exercise the right to remove the Artwork, Artist shall be given 60 days notice to collect said Artwork. Failure by Artist to collect the Artwork within the specified 60 day period shall be deemed a waiver by the Artist to reacquire possession, and the City may thereafter use the Artwork for any purpose, including without limitation, dismantling, salvaging or sale.
3. Artist's Option. The Artist shall have the option of reacquiring the Artwork upon 60 days notification to the City, and shall be solely responsible for all labor and other expense associated with such reacquisition.
4. Construction and Installation. The Artist shall be solely responsible for all labor and material costs associated with building, transporting and installing the Artwork. The City shall assist with installation of the Artwork, and the Artist shall give at least 14 days advanced notice to the City's Director of Public Works of the installation date. The risk of loss and damage during construction and installation shall be borne solely by the Artist.

5. Notice. Notice, when required herein, shall be deemed properly given and complete when provided by personal delivery, or upon five (5) days after mailing U.S. first class mail, postage prepaid to the following addresses, or to any other updated address which may have been provided in writing from one part to the other:

If to Artist:

Elizabeth Berrien
P.O. Box 6306
Eureka CA 95502

If to City:

City Manager
City of Trinidad
P.O. Box 390
Trinidad, CA 95570

6. Indemnification. Except for City's sole negligence or willful misconduct, Artist shall defend, indemnify and hold harmless City from and against any and all claims which actually or allegedly arise out of or are related to Artist's use or occupancy of the property upon which the Artwork is based, or which actually or allegedly arise out of or are related to the conduct of Artist's business or are related to any activity, work or things done or permitted by Artist, or Artist's employees, contractors or agents, in or about the property upon which the Artwork is based, and shall further indemnify and hold harmless City from and against all costs, attorney's fees, expenses and liabilities incurred in the defense of any such claim or action or proceeding brought thereon.

City shall not be liable to Artist for any damage to Artist's property from any cause, and Artist waives all claims against City for damage to person or property arising for any reason, except that City shall be liable to Artist for damage to Artist's property resulting from the negligent acts or omissions of City or its authorized representatives.

The parties here have executed this agreement to have effect as of the day and year first written above.

ARTIST

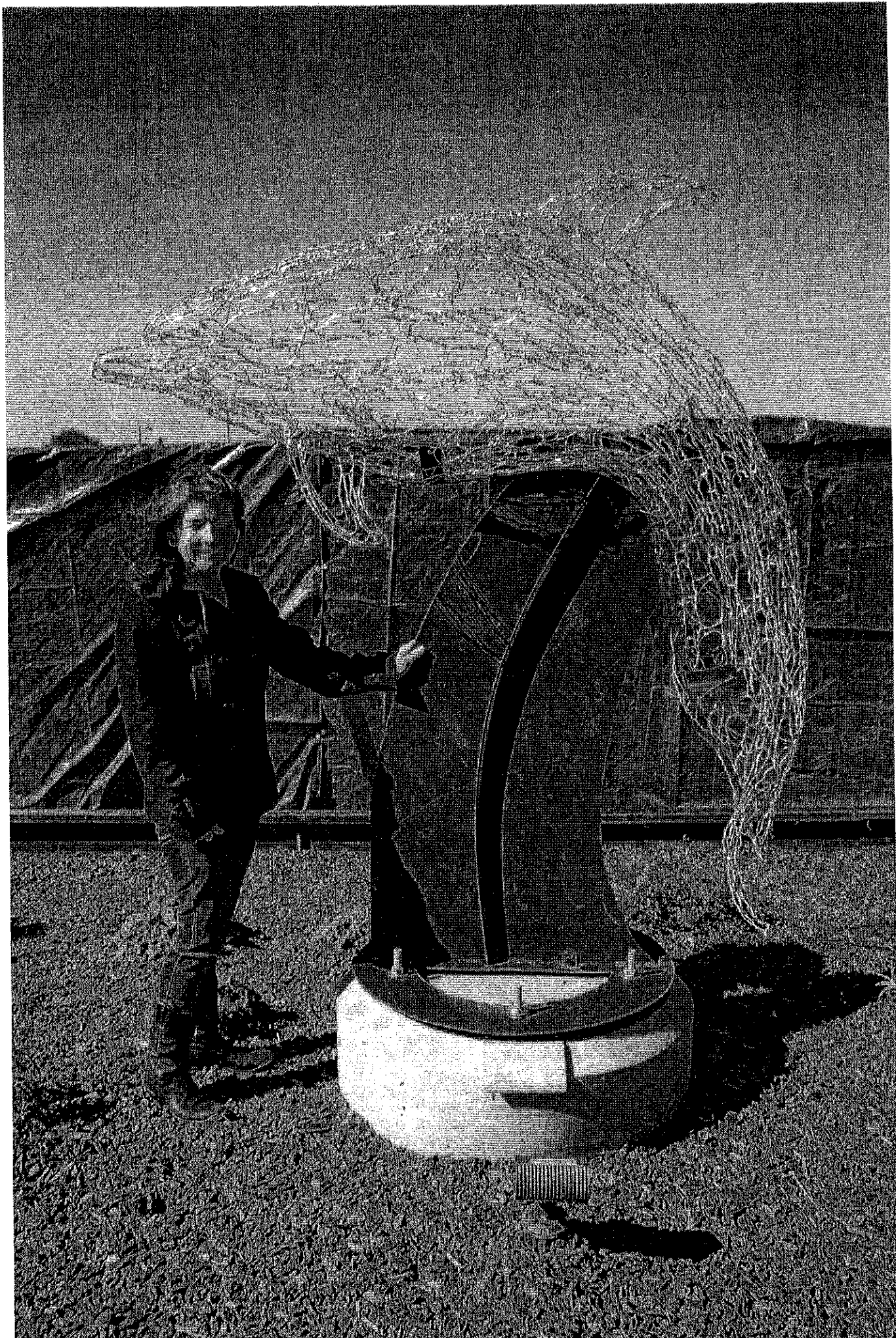
CITY OF TRINIDAD

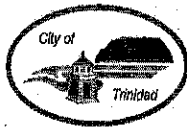
By



By

City Manager





CONSENT AGENDA ITEM 8

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

8. Update on OWTS Project Implementation from City Planner, Trever Parker.

CONSENT ACTION AGENDA

Date: May 8, 2013

Re: Update on Onsite Wastewater Treatment System from Planner Trever Parker

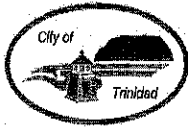
The first round of letters was sent around Feb. 18. Gabe and I have gotten several inquiries about the program, but no mass panic. The original intent was to send out another round of letters within approximately 2 months. Unfortunately, I have been swamped the past few weeks between grading 85 papers for an HSU class I teach, and cleaning our office for a big event; I really have not had time for anything else. Those obligations are slowing or coming to an end, and I will soon have more time for my regular duties. I have been in contact with the Health Dept., and people are already getting inspections done in preparation of getting the order from the City to submit an operating permit application. Getting the next round of letters out is on my list of priorities for Trinidad, and I hope to be able to do that within the next couple of weeks. I will start with the neighborhoods around Ocean and View.

There seems to be some confusion over the monthly 'regional sewer fees' included in the cost break-down that was mailed out. As noted on that sheet, this number (\$47.65) is an average of the monthly sewer fees in the region. This number is based on what is charged by the various cities and service districts that provide sewer service in Humboldt County. This number is only for comparison purposes to show that the required septic maintenance, on average, is cheaper than paying sewer fees. There is no monthly fee associated with Trinidad's OWTS Management Program.

The following is a list of dates and discussion items where the topic of OWTS has been on the Council agenda.

- August 8, 2012 – Discussion / Decision regarding 2012-10; Approving OWTS Program Fees and Initial Implementation
- February 2010 – Discussion / Decision to amend the OWTS ordinance (2008-02) to allow the Council to amend the Guidelines by resolution.
- December 2008 – Discussion Decision to adopt the OWTS ordinance
- 2007-2008 there were several Council meetings where the OWTS ordinance and guidelines were discussed.

Recommended Action: None, informational only



CONSENT AGENDA ITEM 9

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

9. Change of Location of June 12 Council Meeting to the Trinidad School Library.

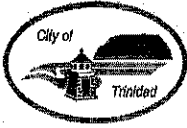
CONSENT AGENDA ITEM

Date: May 8, 2013

Item: Change location of June 12 Council Meeting

Background: Parents of Trinidad School students have requested use of town hall to conduct the 8th grade graduation ceremonies, but the date of graduation conflicts with the scheduled Council meeting. The dates of the Council meeting are set by Ordinance. The Council meeting can instead be held in the Trinidad School Library, which can accommodate the Council and staff, plus between 15 – 17 visitors.

Proposed Action: Authorize changing the location of the June 12 Council meeting from town hall to the Trinidad School library.



DISCUSSION AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 5 PAGES

1. Discussion/Decision regarding Councilmember Appointment and Swearing in if applicable.

DISCUSSION AGENDA ITEM

Date: May 08, 2013

Item: Appointment to Councilmember Vacancy

Background: Councilmember Kathy Bhardwaj recently resigned her position, and there is a need to appoint a replacement to fill the remaining term through December 2014.

Proposed Action: Consider appointment to fill the Councilmember vacancy.

City of Trinidad

From: Kathy Bhardwaj [kathy.bhardwaj@gmail.com]
Sent: Tuesday, April 16, 2013 8:31 PM
To: cityclerk@trinidad.ca.gov
Subject: City of Trinidad: my resignation

This is an enquiry e-mail via <http://www.trinidad.ca.gov/> from:
Kathy Bhardwaj <kathy.bhardwaj@gmail.com>

Hi Gabe,

Karen says an official notification of my resignation is in order. Well, here it is.

Due to my extended absence from Trinidad, I must resign my seat on the Council. My best wishes and appreciation go to the volunteers on Council and Commission, and the Staff who keep the City going. It has truly been an honor to serve with you.

Kathy

April 29, 2013

RECEIVED APR 29 2013

Karen Suiker, City Manager
Gabriel Adams, City Clerk
Town Hall
Trinidad, CA 95570

Please accept this letter as my expressed interest in participating in our community as a member of the Trinidad City Council. I have long been interested in the position. I felt compelled to withdraw my application in March from concern I was over extending myself. However, recently I have completed several scholastic projects that otherwise would have interfered with my commitment to the position should I have been selected among the applicants.

I have been a resident of Trinidad for approximately nine years. After my divorce seven years ago, I chose to stay and make a life here. Both my children have attended Trinidad School since Kindergarden. Currently my daughter is completing the Fourth Grade and I am proud my Son is about to graduate the Eighth Grade June 12.

I have been involved with Trinidad School as a volunteer for many years. For the last three years I have been an active member on the Board of the Trinidad School Education Foundation. Our goal is to raise funds for extracurricular classes such as art, music and theatre that otherwise would not be available. Each year our fundraising efforts culminate with a primary event; The Trinidad Dinner Gala and live auction.

Besides my work with Trinidad School, I hold a Bachelors Degree in Human Services and a Masters Degree in Counseling Psychology. I am a trained Community Mediator though it has been several years since I have exercised those skills in a professional setting. While I have been at home raising children for the last several years, I occasionally work part time as a counselor along with volunteering at Trinidad School. Moreover, I am a writer and editor, take continuing education classes, and am preparing for final exams May 7 in Emergency Dispatching through the Criminal Justice Department at College of the Redwoods.

Having lived in Trinidad for many years, I am aware of its Sociopolitical history and the often competing interests of its residents. While not always agreeing with decisions or policies arising out of our unique political procedures, I recognize this process as critical to any course involving the consideration of whats best for the community as a whole. It seems to me that for any political process to be effective, consideration for the needs of the community ought to include and be informed by a distillation of individual viewpoints. In this spirit, honest debate and a genuine willingness to compromise seem key. In my personal and professional life, I am able to set aside an argument for a better one, and am generally not so attached to my opinions that I cannot change or revise them as new information becomes available. I have a genuine ability to view a situation or a problem from many angles and seek input from others more experienced than me. I can think long term while considering short term needs and consequences.

In conclusion, my years as a resident in Trinidad gives me a familiarity with and a love for the community, our conflicts as well as our solidarity. I have watched people set aside differences to help each-other in crisis, such as the earthquake that struck some three years ago. I Have made friends with people that are very different from me and value these differences as much as the similarities I find here. In addition to my personal attachments, I believe my training in Psychology and active participation with the School community could lend a unique insight and be helpful to the political process. I genuinely love Trinidad and want to be part of making it even a better place if I can. I believe I can offer a unique perspective and as such, make a positive contribution.

Thank you for your consideration.

Sincerely,


Valle Raven Janes

495 Ocean Ave/P.O. Box 670
Trinidad, CA 95570
707-616-9325

Gabriel Adams
Trinidad City Clerk
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570

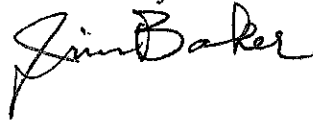
RECEIVED APR 17 2013

Dear Gabe,

I am interested in submitting my name for consideration in filling the current vacancy on the Trinidad City Council. If appointed, I would consider it an honor to work collaboratively with the other capable and dedicated council members on behalf of the citizens of Trinidad and the surrounding area. I believe that my ten years of experience on the Southern Humboldt Unified School District Board of Trustees prior to moving to Trinidad has prepared me to serve on the Council and "hit the ground running" if appointed. My wife and I have been permanent residents and registered voters in Trinidad for a year and a half. However, we have been property owners here for the past 17 years and I grew up in the immediate area, so I am familiar with many of the issues with which the Council deals.

Thank you, the City Manager, and the Council for your consideration of my interest in the position.

Jim Baker



311 Trinity Street

P.O. Box 834

Trinidad, CA 95570



DISCUSSION AGENDA ITEM 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 9 PAGES

2. Discussion/Decision regarding Humboldt Sanitations proposal for Automated Curbside Refuse & Recycling Collection.

DISCUSSION/ACTION AGENDA

Date: May 8, 2013

Item: Automated Curbside Refuse & Recycling Collection

Background: Humboldt Sanitation is preparing to begin automated curbside refuse and recycling collection services for the City of Trinidad. Carts are proposed to be delivered by the end of June, with automated service beginning the first week of July. Attached are the Refuse Cart Usage Guide and the Recycling Cart Usage Guide that will be delivered with the carts, as well as the mailer that was done for the McKinleyville area. A similar mailer for the northern service area will be issued at the end of May. The main difference between the McKinleyville mailer and the northern mailer will be the delivery dates and the fact that the garbage and recycling carts will be delivered at the same time.

The costs for current and new automated service (including recycling) are as follows:

<u>Current monthly rates</u>		<u>New automated cart rates</u>	
20 gallon can	\$22.25	20 gallon cart + 95 gallon recycle cart	\$30.00
35 gallon can	\$26.25	35 gallon cart + 95 gallon recycle cart	\$35.75
45 gallon can	\$37.15	65 gallon cart + 95 gallon recycle cart	\$63.50
		95 gallon cart + 95 gallon recycle cart	\$74.65

Although service is not mandatory for residents of Trinidad, the new automated system will be a bundled rate for both refuse and recycling. Residents are not required to participate in the recycling program, but the rate will be the same whether or not folks elect to participate in the recycling. The city's current "blue bag" program would be discontinued under the automated system. Any residents holding unused blue bags could return the bag(s) to the City for a full refund.

Mr. Brian Sollom of Humboldt Sanitation will be present at the Council meeting to respond to any questions about these new services.

Once the curbside recycling program is in place, it is recommended that the town's recycling center be dismantled following a minimum two week posting period at the site. The aluminum can and tin can recycling bins would then be put up for surplus sale and sold to the highest bidder. The cardboard bins and the big separator roll-off are the property of Humboldt Sanitation.

Proposed Action: Receive information from Humboldt Sanitation, give direction as appropriate, and once curbside recycling service is in place, authorize staff to post notice of discontinuation and dismantling of current recycling center.

Attachments:

Recycling Cart Usage Guide

Refuse Cart Usage Guide

Mailer for McKinleyville Area

**HUMBOLDT SANITATION
COMPANY INC.**

**Additional services offered to
meet all your refuse and
recycling needs:**

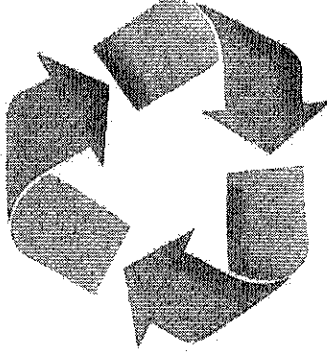
- **CLEAN UP CONTAINERS** - We rent large dumpsters ranging in size from 1.5 yd to 40 yd delivered directly to your location for all disposal needs.
- **CRV RECYCLING & TRASH DROP-OFF**-
2585 Central Ave in McKinleyville.
- ❖ **Hours of Operation**-
Monday - Saturday 9am - 5pm
Sunday 9am - 4pm
- ❖ **Recycling** -We pay for all CRV redemption material as well as brass, copper, stainless steel and insulated wire.
- ❖ **Trash**- All types of waste accepted; residential, commercial, construction, e-waste and green waste. (NO HAZARDOUS WASTE ACCEPTED)

**Please visit our website or give us a call
for more information on all of our
services.**

**Your full service refuse and
recycling provider!**

**HUMBOLDT SANITATION
COMPANY INC.**

RECYCLING CART USAGE GUIDE



**WELCOME TO
AUTOMATED CURBSIDE
RECYCLING COLLECTION**

**2585 Central Ave.
P.O. Box 2812
McKinleyville, CA 95519
707-839-3285**

WWW.HUMBOLDTSANITATION.COM

AUTOMATED CURBSIDE RECYCLING COLLECTION

All materials must fit completely within the cart with the lid closed. Place your cart out at the curb by 6am on your collection day.

Mix all recyclables and leave materials loose in the cart. **DO NOT** place recyclables in bags.

BI-WEEKLY Curbside Recycling Collection. Please note your pick-up weeks for your recycling cart located in the accompanying **Collection Schedule**. Your recycling cart will be emptied on the same collection day as your garbage cart on a Bi-weekly basis.

CART PROBLEMS - If your cart has been damaged, lost or stolen please immediately notify Humboldt Sanitation by calling 707-839-3285.

MOVING - Please call Humboldt Sanitation to arrange for cart return and/or re-location of your cart to your new service address.

CRV MATERIALS - We accept all recyclable materials in your new cart; however, there is no need to forfeit your redemption value. You may continue to bring all CRV materials to our buy back center at 2585 Central Ave in McKinleyville for full redemption payments.

CART MAINTENANCE - Occasional rinsing with soapy water and a garden hose will keep your cart clean and odor-free.

WHAT TO PUT IN YOUR NEW GRAY RECYCLING CART

RECYCLING CARTS	
Accepted	Not Accepted
<ul style="list-style-type: none"> Newspaper & Flyers Paper (envelopes, paper bags, non foil gift wrap, manila folders, newspaper, office paper) Magazines and Catalogs Soft Cover Books Cardboard Food boxes (cereal, crackers, etc) Clean Cardboard - Flattened down Tin & Aluminum Cans - Rinsed Clean Aluminum Foil & Containers - Rinsed Pizza Boxes - Only if no food remains on box Plastics Marked With #1 - #7 symbols Glass - All colors of food and beverage containers (beer, wine, juice, soda, spaghetti sauce jars, etc) 	<ul style="list-style-type: none"> Plastic lids or Caps Napkins/Tissue/Paper Towels Plastic Grocery Bags Plastic Storage Bags (Ziplock) Hard Cover Books Waxed or Plastic Coated Containers Soiled Cardboard Light Bulbs Styrofoam Mirrors or Ceramics Needles or Medical Waste Electronic Waste (computers, T V's, cell phones, fluorescent lights, etc.) Hazardous Materials (motor oil, paint, chemicals, batteries, pesticides, etc.)

QUESTIONS? - Please visit our website
www.humboldtsanitation.com or give us a
 call at 707-839-3285

CART PLACEMENT IS IMPORTANT

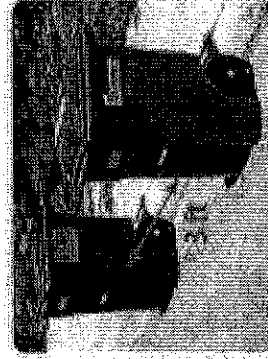
Please place your carts at the curb as follows:

PARK IT - Place your carts on the street, with the wheels against the curb, if there is one, or just off the roadway on the shoulder.

POINT IT - The Wheels and Handle should face AWAY from the street. Arrow on lid is facing out.

SPACE IT - Leave at least 3 ft of clearance between each cart and 6ft from any obstacles such as parked cars, poles, mailboxes, etc.

If you find your cart placed in a different location after it has been emptied, please note this location and place your cart there for future pick-up



Please record the serial numbers of your cart. This will help you easily identify your cart from your neighbors.

Recycling Cart

HUMBOLDT SANITATION COMPANY INC.

**Additional services offered to
meet all your refuse and
recycling needs:**

- **CLEAN UP CONTAINERS** - We rent large dumpsters ranging in size from 1.5 yd to 40 yd delivered directly to your location for all disposal needs.
- **CRV RECYCLING & TRASH DROP-OFF** - 2585 Central Ave in McKinleyville.

❖ **Hours of Operation**

Monday - Saturday 9am - 5pm
Sunday 9am - 4pm.

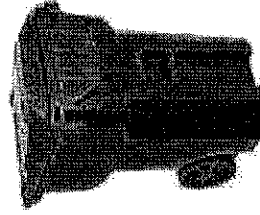
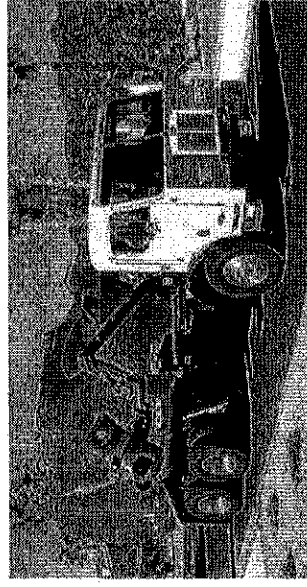
- ❖ **Recycling** - We pay for all CRV redemption material as well as brass, copper, stainless steel and insulated wire.
- ❖ **Trash** - All types of waste accepted; residential, commercial, construction, e-waste and green waste. (NO HAZARDOUS WASTE ACCEPTED)

**Please visit our website or give us a call
for more information on all of our
services.**

**Your full service refuse and
recycling provider!**

HUMBOLDT SANITATION COMPANY INC.

REFUSE CART USAGE GUIDE



WELCOME TO AUTOMATED CURBSIDE REFUSE COLLECTION

2585 Central Ave.

P.O. Box 2812

McKinleyville, CA 95519

707-839-3285

WWW.HUMBOLDTSANITATION.COM

AUTOMATED CURBSIDE REFUSE COLLECTION

All materials must fit completely within the carts with the lids closed. Place all carts out at the curb by 6am on your collection day.

WEEKLY Curbside Garbage Collection. This blue cart will replace your current garbage can. We will no longer pickup any other type of garbage container.

EXTRA GARBAGE – Please call our office first to schedule collection of any extras. Any extra garbage must be bagged and placed next to your cart. All extra garbage will be charged at the current disposal rates.

CART PROBLEMS – If your cart has been damaged, lost or stolen please immediately notify Humboldt Sanitation by calling 707-839-3285.

MOVING – Please call Humboldt Sanitation to arrange for cart return and/or re-location of your cart to your new service address.

Bagging your garbage before placing it in your cart and rinsing with soapy water and a garden hose will keep your cart clean and odor-free.

QUESTIONS? – Please visit our website www.humboldtsanitation.com or give us a call at 707-839-3285.

WHAT TO PUT IN YOUR NEW BLUE CART

GARBAGE CARS	
Accepted	Not Accepted
<ul style="list-style-type: none"> Household Garbage Kitchen Waste Containers with Food or Residue (Pizza boxes) Styrofoam Waxed Cardboard Napkins/Tissue/Paper Towels Yard Waste 	<ul style="list-style-type: none"> Flammables Hazardous Materials (motor oil, paint, chemicals, batteries, pesticides, etc.) Electronic Waste (computers, TV's, cell phones, fluorescent lights, etc.) Construction Debris No Recyclable Materials

Carts are available in 20 gallon, 35 gallon, 65 gallon and 95 gallon sizes.

COMING SOON – Automated Curbside Recycling Service!!

Visit our website for more information:

www.humboldtsanitation.com

CART PLACEMENT IS IMPORTANT

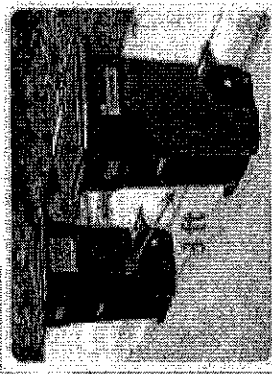
Please place your carts at the curb as follows:

PARK IT – Place your carts on the street, with the wheels against the curb if there is one, or just off the roadway on the shoulder.

POINT IT – The wheels and handle should face AWAY from the street, arrow on lid facing out.

SPACE IT – Leave at least 3 ft of clearance between each cart and 6 ft from any obstacles such as parked cars, poles, mailboxes, etc.

If you find your cart placed in a different location after it has been emptied, please note this location and place your cart there for future pick-up.



Please record the serial numbers of your cart. This will help you easily identify your cart from your neighbors.

Garbage Cart

AUTOMATED CURBSIDE COLLECTION

How does Automated Collection Work?

Humboldt Sanitation will be delivering to you, new refuse and recycling carts. A refuse truck outfitted with special equipment approaches each cart and uses a hydraulic arm to lift and empty each cart.

How and when will I receive my new carts?

GARBAGE

Beginning in mid November, a blue garbage cart will be delivered to your service address. This blue cart will be used for garbage only.

The size you receive will be based on your current level of service. For example, if you currently use one 35, 40 or 45 gallon can you will receive one 35 gallon cart. If you use two 35 gallon cans, you'll receive one 65 gallon cart, two 45 gallon cans will receive one 95 gallon cart.

RECYCLING

A few weeks after your garbage cart is delivered, a gray 95 gallon recycling cart will also be delivered to your service address. There will be no need to sort your recyclables. All recyclable materials can be placed into one cart.

When can I begin using my new carts?

Immediately upon receipt of your cart you may begin to use it. Your garbage cart will arrive several weeks before your recycling cart. When you receive your garbage cart, please begin using it. DO NOT wait for your recycling cart to be delivered. Once your

recycling cart is delivered you may begin using it immediately as well.

How do I use my new carts?

On your pickup day, your cart should be wheeled to the curb before 6am. Place your cart at the curb with the handles facing the house and the arrow on the lid pointing towards the street. You must keep 3 ft of space between each cart and 6 ft of space from any other objects such as cars, trees, or poles so the automated arm may safely grasp each cart.

A detailed usage guide will accompany your cart with more information on exactly what is accepted in each cart.

May I continue to use my old garbage can?

No. The new automated trucks will only be able to pick up the new carts. Your old garbage can cannot be used with the new service.

What if I want a different size cart?

We will be offering 4 different cart sizes for garbage collection: 20, 35, 65 and 95 gallon carts. You may request a different cart size by calling our office at 707-839-3285 or by downloading the Solid Waste Cart Change Request Form from our website at www.humboldtsanitation.com. 95 gallon carts will be the only size offered for recycling carts.

When will my carts be emptied?

Your garbage cart will be emptied every week on your regular collection day as it has been in the past. Your recycling cart will be

emptied EVERY OTHER WEEK. A collection schedule will be delivered with your recycling cart that will list the specific weeks for recycling collection.

What if I have extra garbage?

Your new carts may not be overfilled. All material must fit inside the cart with the lid closed. Overloaded carts will spill onto the ground when the cart is lifted by the automated arm. Extra garbage may be put into bags and placed next to the cart. The driver will manually refill your cart with the excess and empty it again. There will continue to be a charge for any extra garbage.

Why is Humboldt Sanitation moving to automated curbside collection?

The County of Humboldt requested that customers residing in our collection area be offered the same level of refuse collection service as Humboldt County residents located in nearby cities. Automated collection is the most efficient and cost effective system available today, providing long-term economic and environmental benefits to our community.

We encourage you to visit our website www.humboldtsanitation.com for answers to frequently asked questions. Or call our office at 707-839-3285.

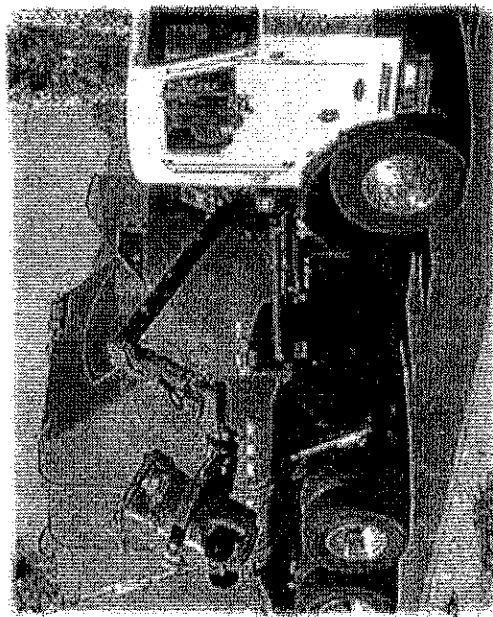
HUMBOLDT SANITATION COMPANY INC.

For all your refuse and recycling needs!

www.humboldtsanitation.com

707-839-3285

***Coming to
McKinleyville***



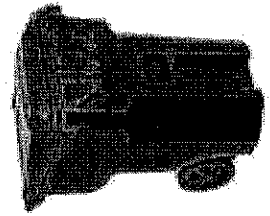
***Automated Garbage
Collection
AND
Curbside Recycling!***

Humboldt Sanitation & Recycling
P.O. Box 2812
McKinleyville, CA 95519

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**Humboldt Sanitation
Company Inc.**

***Introducing a new
and exciting
service coming
soon to
your neighborhood.***



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